

## CHAPTER 451 INCENTIVE AWARDS

### APPENDIX A DELEGATION OF AUTHORITY TO APPROVE DON HONORARY AND MONETARY AWARDS

HIGHEST LEVEL AWARDS
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**Honorary Awards:**

*DON Distinguished Civilian Service Award*  
*DON Superior Civilian Service Award*  
*DON Meritorious Civilian Service Award*

*DON Distinguished Public Service Award*  
*DON Superior Public Service Award*  
*DON Meritorious Public Service Award*

**Monetary Awards:** *Special Act Awards, Suggestion Awards, etc., totaling \$10,001 to \$25,000*

All monetary awards exceeding \$25,000 must also go to SECNAV for endorsement before being sent on to the DoD and/or the U.S. Office of Personnel Management (OPM)

**Approval Authorities:** SECNAV or Acting SECNAV *only*

All of the awards at this level must be forwarded to the SECNAV via the DON Awards Review Panel (DARP), Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity), Executive Personnel and Leadership Development Division (DP6).

Address: DIRECTOR  
ATTN CODE DP6  
DON AWARDS REVIEW PANEL  
321 SOMERS CT NW STE 40103  
WASHINGTON DC 20393-5441

<b>MIDDLE LEVEL AWARDS</b>
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**Honorary Awards:**

*DON Superior Civilian Service Award*

*DON Meritorious Civilian Service Award*

*DON Superior Public Service Award* (only if not requesting approval/signature of SECNAV)

*DON Meritorious Public Service Award* (only if not requesting approval/signature of SECNAV)

**Monetary Awards:** *Special Act Awards, Suggestion Awards, etc., totaling \$5,001 to \$10,000 per individual*

**Approval Authorities:**

All Echelon 1 and 2 Commands  
Commandant of the Marine Corps  
Chief of Naval Operations  
Chief of Naval Research  
Commander, U.S. Atlantic Fleet  
Commander, U.S. Pacific Fleet  
Commander, U.S. Naval Forces, Europe  
Immediate Office of the Secretary of the Navy  
Director, Office of Civilian Human Resources  
Unified Commands (COMPAC and COMLANT only)  
Commander, Naval Reserve Force  
Chief, Naval Education and Training  
Commander, Naval Air Systems Command  
Commander, Naval Facilities Engineering Command  
Commander, Naval Sea Systems Command  
Chief, Bureau of Medicine and Surgery  
Commander, Space and Naval Warfare Systems Command  
Heads of Independent Offices  
Chief of Naval Personnel  
Commander, Military Sealift Command  
Commander, Naval Network Warfare Command  
Director, Naval Criminal Investigative Service  
Commander, Naval Security Group  
Director, Office of Naval Intelligence  
Commander, Naval Meteorology and Oceanographic Command  
Director, Strategic Systems Programs  
Commander, Naval Recruiting Command

<b>LOWER LEVEL AWARDS</b>
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**Honorary Awards:** *DON Meritorious Civilian Service Award*

**Monetary Awards:** *Special Act Awards, Suggestion Awards, etc.; to a maximum of \$5,000 per individual*

**Approval Authorities:** Commanders  
Activity Heads